

**Jefferson County
Position Description**

Name:		Department:	Clerk of Court's Office
Position Title:	Circuit Court Commissioner	Pay Grade:	14
		FLSA:	Y
Date:	July 2015	Reports To:	Circuit Court Judges

Purpose of Position

This position is responsible for performing family court magistrate duties, deciding disputes, administering cases in divorce, paternity and other family court proceedings, and administering Family Court functions.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs case management of family court actions pretrial.
- Presides at temporary orders hearings in divorce cases and in proceedings to revise and enforce family court orders for legal custody, physical placement, child support and maintenance, etc.
- Presides at paternity proceedings, other proceedings to establish or revise child support, contempt of court proceedings, and failures to pay support.
- Presides at small claims pre-trials and trials.
- Presides at injunction hearings, criminal intake court, preliminary hearings, mental health commitments, etc. in judge's absence.
- Participates in establishing policies and procedures related to the family court system.
- Develops and manages pro se assistance programs and centers for family and small claims cases.
- Reviews, analyzes and grants or denies pleadings for temporary restraining orders in domestic abuse, child abuse and harassment cases.
- If appointed as Supervisor of the Office of Family Court Commissioner under Wisconsin Statutes 757.68(2m), provides supervision of the Office of the Family Court Commissioner. Commissioners not appointed as supervisor provides supervision of the Office of FCC in the Supervisor's absence.
- If appointed as Director of the Family Court Services Office under Wisconsin Statutes 767.405(1m), provides supervision of the FCS Office, including the Divorce Education for Parents Program. Commissioners not appointed as director provides supervision of the FCS Office in the Director's absence.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may be needed.

- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris degree, Wisconsin law license and admission to the Wisconsin Bar Association with 3-5 years' experience practicing law. Guardian *ad litem* training and experience in family/juvenile law preferred.

Other Requirements**Training:**

- Ongoing compliance with CR75 judicial education requirements

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date